

## Vulnerable Occupancy – Fire Drill Scenario Form

### This Section Completed by Owner / Operator

This guideline is intended to assist facility administrators and Chief Fire Officials with the development and validation of the annual fire drill scenario requirement in care occupancies, care and treatment occupancies and retirement homes. Complete the 4 steps below when seeking a fire service approval of the fire drill scenario.

### PART (1) PROPERTY INFORMATION

Property Operating Name:		Contact number:
Contact Name:		Occupancy Classification: CHECK Below
Occupancy Address:		<input type="checkbox"/> Care Occupancy
City/Town:	Postal Code:	<input type="checkbox"/> Care and Treatment Occupancy
Licensing Agency:	Licensing Number:	<input type="checkbox"/> Retirement Home

### PART (2) CONTACT INFORMATION

Owner Name:	
Owner Address:	
City/Town:	Postal Code:
Contact Number:	Email address:

### PART (3) APPROVED FIRE DRILL SCENARIO

**TIP:**

- The Ontario Fire Code requires monthly fire drills to be performed in care occupancies, and care and treatment occupancies. The local fire service observes an annual fire drill to determine sufficient supervisory staff is available to perform fire safety duties described in the Fire Safety Plan.
- Every person required to implement a fire safety plan must have completed an acceptable training program/course by January 1, 2017.
- Additional requirements and Compliance dates can be found in the [Compliance Schedule](#). [Check all Fire Code applications here](#)

#### Step 1 - Develop a Scenario Representing Lowest Staffing Level Complement

<b>A</b>	Select a zone/floor area of fire origin involving residents/patients in resident/patient rooms that poses the greatest evacuation challenge for staff.	Floor # : _____ Zone: _____ Number of residents/patients in the fire compartment that will require evacuation to a point of safety: _____
<b>B</b>	Identify the point of safety to which residents/patients in the zone/floor area of fire origin will be evacuated.	<input type="checkbox"/> Outside Building <input type="checkbox"/> Exit stairwell (min. 30 minutes fire resistance rating) <input type="checkbox"/> Adjacent Zone (min. 30 minutes fire resistance rating)

C	Select a resident/patient room within this zone/floor area that would represent the room of fire origin.	Room #: _____ Total residents/patients in the room: _____
D	Simulate the time of day representing the lowest staffing level complement available to respond to the room of fire origin.	Time of day: _____ Number of staff available to respond: _____

<b>TIP:</b>	<ul style="list-style-type: none"> <li>Submit drawings to the fire service that show the building features and the proposed area affected by the fire drill. Include the proposals listed above on the drawing so that the scenario can be reviewed and approved.</li> <li>Evacuations in stairwells with non-ambulatory residents may be labour intensive. Proxies should be considered when scenarios are developed to ensure the safety of all residents / patients within the facility. Refer to OFMEM <a href="#">TG-01-2013</a> and <a href="#">TG-01-2004</a> for details.</li> </ul>
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### Step 2 - Determine Time Available for Closing the Door to the Room of Fire Origin

<b>A</b>	Estimate the time required for detecting a fire in the room of fire origin based on the device in the room of fire origin. Use the <b>time</b> shown from <b>Table C.1</b> below unless otherwise documented.	Fire Detection Time _____(minutes)(A)
<b>B</b>	Estimate the time period during which the suite or room of fire origin is safe to enter.  Choose <b>2.5 minutes</b> for an unsprinklered room <b>or</b> <b>5 minutes</b> for a sprinklered room.	Time room is safe to enter _____(minutes)(B)
<b>C</b>	Calculate the time available for staff to : <ul style="list-style-type: none"> <li>respond to the room of fire origin</li> <li>remove/assist occupants from the room, and</li> <li>close the room of fire origin door.</li> </ul>	<p style="text-align: center;"><b>(B) - (A) = (C) Time Available</b></p> Time available : _____(minutes) <b>(C)</b>

Table C.1 Detection Method**Maximum Detection Time	Time to Detect (min)
smoke alarm/detector in small bedroom (12 x12 ft) of fire origin	.5
smoke alarm/detector in medium to large room (15 x 20 to 25 x 25 ft) of fire origin	.75
smoke detector in corridor, with fire initiating in adjacent bedroom with open door	1.5
smoke detector in corridor, with fire initiating in adjacent small bedroom with closed solid-core wood door	5
135°F heat detector in small bedroom (12 x12 ft) of fire origin	1.5
135°F heat detector in medium to large room (15 x 20 to 25 x 25 ft) of fire origin	2.5
135°F heat detector in corridor outside adjacent small bedroom of fire origin with open door	3.3
135°F heat detector in corridor outside adjacent small bedroom of fire origin with closed solid-core wood door	18
135°-165°F residential type sprinkler system in a bedroom of fire origin	2.5
supervisory staff at work station smelling smoke from fire in room with door open to corridor	6
supervisory staff at work station smelling smoke from fire in room with solid-core wood door closed to corridor	8.3

\*\* For the purposes of this document only the maximum time to detect is shown. Refer to OFM TG-01-2013 Table C.1 for additional information.

<b>TIP:</b>	<ul style="list-style-type: none"> <li>• <b>NEVER re-open the door to the room of fire origin after evacuating the room.</b> Smoke and fire may compromise the hallway and reduce the time available to evacuate residents to the next point of safety. Fire Safety Plan instructions should ensure doors remain closed.</li> <li>• Smoke alarms are now mandatory in each suite, or sleeping room not within a suite, that is not equipped with a smoke detector. Information can be found in the Fire Alarm Test Report to determine the type of detector in each suite and sleeping room.</li> <li>• Self-closing devices may be required on doors to suites and sleeping rooms on January 1, 2017. <a href="#">Check all Fire Code applications here.</a></li> </ul>
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Step 3 - Determine Time Available to Evacuate Occupants in the Zone/Floor Area of Fire Origin to a Point of Safety AND Closing the Door to the Room of Fire Origin		
<b>A</b>	<p>Identify the type of door to the room of fire origin.</p> <p>*Door rating information may be found on suite door frame and on door near hinges.</p>	<p>Check applicable door type / rating;</p> <p><input type="checkbox"/> Wood panel or Hollow-core wood = 5 min</p> <p><input type="checkbox"/> 45 mm solid-core wood = 15 min</p> <p><input type="checkbox"/> 20-min. rated door in 20 min labelled frame = 20 min</p> <p><input type="checkbox"/> Hollow metal / steel door = 30 min</p> <p><input type="checkbox"/> 45 min labelled door in 45 min labelled frame = 45 min</p> <p>Door rating - _____ (min.) <b>(A)</b></p>
<b>B</b>	<p>Determine the minimum water supply duration for automatic sprinklers from the following information:</p> <p><b>No sprinklers = 0 minutes</b></p> <p>Sprinklers designed to NFPA 13D = 20 minutes</p> <p>Sprinklers designed to NFPA 13R = 30 minutes</p> <p>Sprinklers designed to NFPA 13 = 30 minutes</p> <p>Municipal water supply to sprinklers = 60 minutes</p> <p>*Sprinkler design information may be found in Sprinkler System Test Reports or other documentation.</p>	<p>Sprinkler system water supply duration (minutes)</p> <p>_____ (min.) <b>(B)</b></p>
<b>C</b>	<p>Calculate the <u>time available</u> to evacuate residents to the point of safety.</p> <p><u>Time available</u> is denoted as <b>(C)</b>.</p> <p>(This is time available after the door to the room of fire origin is closed.)</p>	<p><b>(A) + (B) = (C)</b> Time available</p> <p>Time available to evacuate residents to point of safety.</p> <p>_____ (min.) <b>(C)</b></p>

List Supervisory Staff duties to be carried out as noted in the Approved Fire Safety Plan
<p>May include calling 911, pulling fire alarm or other duty to ensure resident safety:</p>          

## Method of Alarm Activation for Fire Drill Scenario

May be direct fire alarm activation, silent alarm, verbal notification:

**TIP:**

- PRACTICE the fire drill scenario and supervisory duties prior to fire service observations to ensure time requirements are obtained with minimum staffing levels. Ensure the Fire Department has the most current Fire Safety Plan.**
- Options to improve evacuation times can be found on page 15 of the OFMEM Guideline [TG-01-2013](#).
- Submit the plan to the Chief Fire Official for approval of the Fire Drill Scenario.

## PART (4) APPROVED FIRE DRILL SCENARIO INFORMATION

Document Prepared by:

Date Prepared by:

Proposed Date for Fire Drill Observation:

Alternative Date:

Date Submitted to Chief Fire Official for APPROVAL:

### Chief Fire Official Approval of Fire Drill Scenario

Print Name	Signature	Date

## This Section Completed by the Fire Service

### Verification of Fire Drill Scenario Variables

Verify the following prior to running the actual fire drill. Adjust scenario times as required if discrepancies identified.	Confirmed
Does the Fire Drill Scenario represent the lowest staffing level as identified in the Fire Safety Plan?	
Is the detection method provided in Step 2 A (table C.1) properly identified and used in calculation?	
Will the identified point of safety accommodate everyone from the evacuated zone?	
Is the door rating provided in Step 3 A properly identified and used in calculation?	

### Time Verification by the Fire Service

Actions from Directive 2014-02	Time Calculated By Owner	A	
The actual time to respond to the room of fire origin, remove occupant(s) from the room, and close the door to the room.	Show time from Step 2 C – Available Time _____	Record actual time to complete task _____	Acceptable Y or N
The actual time to evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety	Show time from Step 3 C – Available Time _____	Record actual time to complete task _____	Acceptable Y or N
		Pass	Fail
Was the actual time to respond to the room of fire origin, remove occupant(s) from the room, and close the door to the room within the time permitted?			
Was the actual time to evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety within the time permitted?			
Were all identified Supervisory Staff duties from Fire Safety Plan completed as shown above?			
Did the fire drill observation identify any <i>Supervisory Staff</i> duties performed that were not shown in the Fire Safety Plan?		YES	NO

**TIP**

If the fire drill observations determine that *insufficient* supervisory staff is available to perform the fire safety duties as described in the Fire Safety Plan, appropriate enforcement options provided in OFMEM TG-01-2012 – [Fire Safety Inspections and Enforcement](#) should be utilized to ensure the safety of the occupants.

- Complete the “Registry of Vulnerable Occupancies” as required in Directive [2014-001](#) and detailed in [Communiqué 2014-09](#)
- Directive [2014-002](#) requires a Fire Safety Inspection to be completed. The inspection may be done on a different date than the Fire Drill.

\*\*Ensure the Fire Safety Inspection Checklist is completed and retained in the fire department file.